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Changes in U. of I. statutes defining academic staff.

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LIBRARY
UNIVERSITY OF ILLINOIS
URBANA

CHANGES IN UNIVERSITY OF ILLINOIS STATUTES DEFINING ACADEMIC STAFF

The Director of the University Library has requested that librarians be included in the academic staff which would result in removing their positions from the classified University Civil Service. The University Civil Service Committee has approved the proposal in principle. This will require certain revisions in the University of Illinois Statutes.

(This recommendation (does not apply to (all members of the (Library staff, but (only to those in (the professional (category of (librarian.)

I concur and recommend further that the Statutes be amended as follows: (Note: The language to be deleted is in brackets [ ] and new language is italicized underscored. These changes are in the University of Illinois Statutes approved March 10, 1936, and as subsequently amended.)

Library

19. (d) Members of the Library staff shall be appointed by the Board of Trustees on the recommendation of the Director of the Library as approved by the President, and may be given appropriate [academic] rank.

Appointments, Ranks, and Promotions

24. (a) All appointments, reappointments, and promotions of members of the staff shall be made by the Board of Trustees, on recommendation presented by the President.

(b) Appointments shall be made on the merit basis, solely with respect to the special fitness of the individual for the work demanded in the position.

(c) The academic staff which conducts the educational program shall consist of the teaching staff, the research staff, the extension staff, deans, directors of educational departments, high school visitors, librarians and such other members of the staff as are designated by the President.

The following ranks in the [academic], teaching, research, and extension staffs shall be recognized: professor, associate professor, assistant professor, associate, instructor, lecturer, and assistant. Other members of the academic staff and the principal officers of the administrative staff may be accorded [an] appropriate [academic] ranks, with the rights and privileges pertaining thereto.

(d) Recommendation to positions in the academic staff shall ordinarily originate with the department, or, in cases of groups not organized as departments, with the officers in charge of the work concerned, and shall be presented to the dean of the college for transmission with his recommendation to the President. In case the appointment or promotion of members of the rank of professor or associate professor is involved, the dean shall consult the chairman and the executive committee, or the head of the department concerned, or, if the college has no departments, the executive committee of the college, before making his recommendation. If the appointment involves a person who may be expected to offer courses open to graduate students, the dean of the college concerned shall consult also the dean of the Graduate School.

(e) In determining appointments to, and salaries and promotions in the academic staff, special consideration shall be given to those of the following criteria which are applicable: (a) [to the] teaching ability [of the appointee or prospective appointee], (b) [his] research ability and achievement, and (c) [his] general usefulness or promise thereof to the University.

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PROPOSED RULES GOVERNING TENURE FOR LIBRARY STAFF

Tenure, promotion, demotion, etc. -- after the expiration of a probationary period, staff members should have permanent and continuous tenure and their services should be terminated or demotions made only for adequate cause; promotions should be made on the basis of meritorious service. The same principles of tenure should apply to the library staff and the instructional staff.

In order to keep the Library staff alert, interested, professional minded and devoted to the best interests of the institution, a feeling of mutual confidence must be maintained through some guarantee of financial security. This can best be attained by permanent, continuous tenure in positions.

Therefore, after the expiration of a probationary period not to exceed three years, librarians should be sure of permanent and continuous tenure and their services terminated only for adequate cause.

1. All initial appointments should be for one year, subject to renewal if conditions are mutually satisfactory between employer and employee.

2. After the initial appointment period, yearly renewals for the next two years may be expected; at the end of this time the work of assistants will be carefully reviewed. If the desired efficiency and development has been shown, a recommendation for promotion will be made. In case a re-appointment is not to be made, adequate warning should be given and every assistance should be offered the assistant in finding another position.

3. After such promotion, an assistant will have the right to expect that his services will be terminated only for cause, even though under the rules of the University, appointments are continued from year to year under a contract legally binding for one year only.

4. After the probationary period the University Statutes, Sections 25, a,b,c, Tenure, will apply to the professional library staff:

> "(a) An appointment as professor or as associate professor shall be for an indefinite term; provided, however, that when a person's first appointment in this University is to a professorship, or an associate professorship, such appointment may be for any limited term, but a reappointment following shall be for an indefinite term. Appointments below the rank of associate professor shall be made for a definite term. Tenure may be terminated by: (1) honorable retirement; (2) acceptance of resignation; or (3) discharge for cause.
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> "(b) Cause for discharge shall consist of conduct seriously prejudicial to the University through

deliberate infraction of law or commonly accepted standards of morality, neglect of duty, or inefficiency or incompetency. The enumeration of causes for discharge shall not be deemed exclusive and the Board of Trustees reserves the power to discharge a member of the staff or to refuse to renew a contract of employment for other causes, but it is to be distinctly understood that this power will be exercised only under exceptional circumstances and then only for conduct which is clearly prejudicial to the best interests of the University.

"(c) No appointee shall be removed before the expiration of his term of service without first having been presented with a written statement detailing the charges against him, together with a summary of the evidence in support of the same. After the presentation of charges he shall have the opportunity of a hearing before the Board of Trustees.

5. In all cases where a re-appointment will not be made, adequate warning will be given and sufficient time allowed to secure another position. Notice that an appointment will not be renewed should be given by December 1st, as the American Library Association has its mid-winter meeting the end of December and opportunities for re-employment occur at this time.

6. Termination of permanent or long term appointments because of financial exigencies should be sought only as a last resort after every effort has been made to meet the need in other ways and to find for the individual other employment in the institution. Situations which make drastic retrenchment of this sort necessary should exclude expansions of the staff at other points at the same time, except in extraordinary circumstances.

7. Members of the Library staff shall not regard the promise of permanent tenure as a guarantee of promotion in rank or salary which will be dependent on meritorious service.

Initial appointments to be based on

1. High educational qualifications and professional training and experience.
2. Aptitude and special training in particular field of library profession.
3. Promise of future development.
4. Personality.

Promotions and salary

Salary schedules, already established on the basis of careful study of the duties and responsibilities of each position shall be main-

tained and shall agree with the schedules for similar ranks of the teaching and research staffs.

Promotion in salary dependent on:

1. Satisfactory performance in particular position.
2. Professional interest and growth evidenced.
3. Cooperation and general interest shown in the development of the library and the educational program of the University.
4. Personal qualifications.

Promotion in rank dependent on:

1. Excellent performance.
2. Amount of professional growth and interest shown.
3. Cooperation and general interest shown in the development of the library and the educational program of the University.
4. Promise of future development.
5. Personal qualifications.

Recommendations for such promotions in either salary or rank or both shall be made on merit only after a careful review of the performance of the assistant in the position held, and his (or her) preparation and fitness for the proposed change.

Service shall be for a full year of twelve months with an allowance of one month for vacation, and salaries are to be paid in twelve equal monthly installments.

Vacations, in addition to all legal holidays, shall be one month (31 days) and if a legal holiday falls within the period, it shall be extra.

Sick Leave)
Disability Leave) shall be the same as for the teaching staff.
Retirement Benefits)

Sabbatical leave shall be granted those librarians with the proper rank but shorter terms (2 - 3 months) leaves for advanced study or European travel shall be allowed with pay for the rank below that of Assistant Professor. This last is in accord with previous practice, a number of such leaves having been granted.

Suitable time allowance shall be made for attendance at professional meetings as has been the custom in the past.

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